BARRY GLASSMAN
HARFORD COUNTY EXECUTIVE

BILLY BONIFACE
DIRECTOR OF ADMINISTRATION

KAREN D. MYERS, CPPB
DIRECTOR OF PROCUREMENT

DEPARTMENT OF PROCUREMENT
ADDENDUM #2

REQUEST FOR PROPOSAL 17-016
ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE

August 8, 2016

THE SUPPLYING OF ATTACHMENTS AS WORD DOCUMENTS CAN BE ACCOMPLISHED BY EMAILING STACY RAPPOLD AT srrappold@harfordcountymd.gov.

QUESTION #1: Is there an available budget? If not, what funding sources are being sought

ANSWER #1: Yes, but the County does not disclose our budget amount.

QUESTION #2: Page 3 Confidentially: can this be modified to read All responses relating to this project and all reports, charts, exhibit, and/or other documentation produced by all respondents that are submitted to the County, as part of the Request for Proposal process or otherwise, shall be subject to disclosure pursuant to the Maryland Public Information Act unless an exemption exists under the Maryland Public Information Act or other Maryland law for portions of responses that have been labeled as confidential or trade secret upon submission to the County.

ANSWER #2: All responses relating to this project and all reports, charts, exhibit, and/or other documentation produced by all respondents that are submitted to the County, as part of the Request for Proposal process or otherwise, shall be subject to disclosure pursuant to the Maryland Public Information Act unless an exemption exists under the Maryland Public Information Act or other Maryland law for portions of responses that have been labeled and determined, by the County, to be confidential or a trade secret under the Maryland Public Information Act.

QUESTION #3: The RFP claims that responses become the property of the County, this is unacceptable. Respondents are not being compensated for their effort in preparing responses and, under U.S. copyright law, are the owners of the intellectual property associated with their responses. Please confirm that the County is not seeking a transfer of ownership of the

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intellectual property rights in responses, and is only seeking to confirm that it will be entitled to retain responses.

ANSWER #3: The County is seeking to retain responses only.

QUESTION #4: Can the due date be extended to September 15, 2016.

ANSWER #4: No

QUESTION #5: Can the County please provide some guidance as to the type/format of implementation services pricing that is provided? Our experience with other government procurements is that a fixed-fee, milestone-based set of implementation fees are desired and that those should be clearly articulated within a statement of work, with the total overall cost being inputted into this section of the pricing proposal.

ANSWER #5: We will rely on your experience and expertise for implementation services pricing methodology.

QUESTION #6: At the time Data Conversion, Does the Contractor have to include additional hours to clean the duplicate data prior to upload into the new system or will county provide us clean data?

ANSWER #6: County will provide clean data

QUESTION #7: Request the County to provide more information around the volume of transaction of each module: ? GL – Number of funds, Number of Active Accounts ? AP – Number of vendors, invoices/ year, checks and 1099's per year ? AR – Number of customers, invoices per year ? Grants – Number and Volume of Grants, Projects

ANSWER #7: 24 active accounts

> **500 Active Revenue Accounts**
>
> **550 Active Expense Reports**
>
> **150 Active Balance Sheet Accounts**
>
> **AP: 50,000 active vendor accounts but only 5,000 have received payments in the last 2 years; approximately 23,000 vendor invoices processed, 10,000 checks, 8,000 ACH Payments and 1,000 1099's issued annually.**
>
> **AR: 1,000 customers; approximately 6,250 invoices issued annually**
>
> **Grants: 330 active grants; approximately $22 million annual revenue**

QUESTION #8: Request the County to provide more information on Office 365 integration.

ANSWER #8: The County uses Outlook for email and calendaring connected to a hosted Office 365 environment.

QUESTION #9: Does the County have an approved budget for the project?

ANSWER #9: Yes

QUESTION #10: Does the County have an anticipated start date?

ANSWER #10: Mid December 2016

QUESTION #11: Does the County have an anticipated go-live date?

ANSWER #11: Anticipated date is 18 months from contract date.

QUESTION #12: As mentioned in Point 23 RFP, page 15 of 17, Anti -Bribery Affidavit - Do we need to submit the affidavit in our response proposal initially or it will be requires once project awarded? " The affidavit form that must be returned with each proposal is included with this RFP, and should be submitted with the technical proposal."

ANSWER #12: Yes, this is to be submitted with your response.

QUESTION #13: Can you please provide word copy of Attachments?

ANSWER #13: Vendors will need to contact Stacy Rappold to have word documents emailed.

QUESTION #14: Has the County met either formally or informally with any software vendors over the last two years to evaluate the ERP market? If so can the County provide the list of ERP applications that it has reviewed in the last two years to replace the current system?

ANSWER #14: No

QUESTION #15: What are the current transaction volumes per annum for the following? a. Journal Entries b. Requisitions c. Purchase Orders d. AP Invoices e. Check payments f. Expense Reports g. AR Receipts h. Asset Additions

ANSWER #15:	**a.**	**Journal Entries**	**3900**
	b.	**Requisitions**	**none**
	c.	**Purchase Orders**	**5500**
	d.	**AP Invoices**	**23000**
	e.	**Check Payments**	**10000**
	f.	**Expense Reports**	**1000**
	g.	**AR Receipts**	**3500**

h.   Asset Additions   250

QUESTION #16: Does the County currently use SOA technology? If so, what is the technology being used and for what purposes?

ANSWER #16: No

QUESTION #17: Does the county currently have Active Directory? If so, how many and how many of these have to be integrated with the new system?

ANSWER #17: Yes, the County has four active directories and they all will be integrated.

QUESTION #18: The County has provided the total number of users that would use the applications. Kindly provide a breakup of the user count in the following areas a) Financial users including Fund Accounting, GL, AP, AR and Fixed Assets b) Additional Financial users requiring only reporting access c) Project Accounting d) Grants Accounting e) Purchasing excluding Requisitions f) Requisitions including Requisition approvers

ANSWER #18:   a.   **350**

                b.   **10**

                c.   **10**

                d.   **10**

                e.   **350**

                f.   **0**

QUESTION #19: What is the current Loan Management (Treasury) software being used at the county?

ANSWER #19: The County currently uses Excel to account for loan management

QUESTION #20: How many ledgers are required? Based on the number of ledgers, how many of these ledgers will use AP, PO, Expenses, Assets, Projects?

ANSWER #20:   Ledgers – 4

                3 ledgers will require AP, PO, expenses, assets, projects, etc.

QUESTION #21: For each ledger listed in question 1 above, how many banks are used to issue payments and receive receipts? For each bank, how many branches are used? For each branch, how many bank accounts are used to issue payments and receive receipts?

ANSWER #21: The County uses one bank for all cash related transactions. Money is deposited at one branch of the bank. The County has three accounts at the bank.

QUESTION #22: Fixed Assets – do you just record assets for Corporate purposes, or do you require to record assets for Tax purposes? If for tax purposes, how many tax books are required?

ANSWER #22: Fixed assets are recorded for corporate purposes only; no tax book required.

QUESTION #23: Purchasing – Since you require "preferred vendor list", how many items will be maintained? Assumption that they are all Expense Items (not inventory)

ANSWER #23: The number of vendors cannot be provided at this time.

QUESTION #24: Please provide counts of active vendors / customers / assets

ANSWER #24: AP: 50,000 active vendor accounts but only 5,000 have   received payments in the last 2 years.

        AR: 1,000 customers

        Assets: 5,700 records

QUESTION #25: Please confirm no requirement to enter expense reports (nothing listed in document). If this is a requirement, how many employees enter expense reports each year?

ANSWER #25: Current County policy dictates: employee reimbursable expenses under $50 are paid from petty cash; over $50 in reimbursable expenses are entered into the accounts payable process. Approximately 1,000 expense reports are processed annually.

QUESTION #26: • Explain you planning process in terms of the dimensions that describe your data. Accounts/Measures/Statistics/Calculations; Time Periods – YearTotal, Qtr's, Months, QTD's, YTD's, Estimate to Completion (ETC)? ; Years – FY08, FY07, etc. ; Scenarios - Actual, Budget, Forecast, Variances, etc. ; Entities – Organization hierarchy ; Currencies – CAD, USD, etc. (not applicable) ; Project ; Tasks ; and Other

ANSWER #26: Accounts/Measures/Statistics/Calculations – dictated by budget process

        Time Periods – Monthly, Quarter to Date, Year to Date, Life to Date

        Years – ability to look at current year and prior year separate or combined

        Scenarios – Actual, Budget, Entity-Wide, Forecast, Variances, projection

        Entities – Harford County Government, 3 pension entities and 4 trust funds

        Currencies – USD

        Project – dictated by the budget process

        Tasks – N/A

Other – N/A

QUESTION #27: Please describe and/or provide samples of all dimensional hierarchies – Entity Structure, Tasks, Projects, etc.?

ANSWER #27: See attached for entity structure (note: attachments not all inclusive)

QUESTION #28: How are your chart of accounts, account numbers and cost centers organized? What is the structure? How are the account numbers structured?

ANSWER #28: See attached for entity structure (note: attachments not all inclusive)

QUESTION #29: What are the roll-ups or hierarchies in your data? For example, what is your fiscal year? Is it the same as the calendar year or other? Do you require roll-ups for quarters, YTD's, QTD's, etc.? How is your Organization structured? Do you have alternate roll-ups, e.g. Management or Functional roll-up vs. a responsibility roll-up? Where are these hierarchies maintained?

ANSWER #29: The County's fiscal year runs July 1st thru June 30th. Alternative fiscal year/reporting period may apply to grants and capital projects. Roll-up of financial data required annually, except for grants and capital projects which could have additional requirements.

QUESTION #30: What are the proposed data sources? Who will be responsible for extracting these data sources? Can they be automated? Please provide examples.

ANSWER #30:Data sources will be Mainframe, SQL, and Excel

QUESTION #31: Will the budget need to be loaded from Planning back to a source system?

ANSWER #31:Yes if available

QUESTION #32: Do you need to support multiple currencies and translations (current year rate, next year rate)?

ANSWER #32: No multiple currencies, only deal in USD.

QUESTION #33: Can you provide a document with all of the necessary, business logic, allocations, and/or manual adjustments?

ANSWER #33:This information is not readily available.

QUESTION #34: Do you currently conduct or require balance sheet planning? If so, please describe the process

ANSWER #34: Balance sheet planning not required.

QUESTION #35: Do you currently conduct or require cash flow planning? If so, please describe the process.

ANSWER #35: Current cash flow planning managed in Excel; basic tracking of inflows and outflows to make sure current obligations are met.

QUESTION #36: Do you currently conduct or require detailed expense planning? If so, please describe the process.

ANSWER #36: Detail expense planning executed via the annual budget process.

QUESTION #37: Do you currently conduct or require detailed workforce planning? If so, please describe the process.

ANSWER #37: Detail workforce planning executed via the annual budget process.

QUESTION #38: Please provide any additional information that you would deem useful in better understanding your planning process.

ANSWER #38: The County approved annual budget dictates operations.

QUESTION #39: What are output requirements for reporting? Can you provide examples and identify each report?

ANSWER #39: Reporting needs to be available at the department level. System users must be able to create their own reports based on desired result. Example of current system reports available upon request.

QUESTION #40: Is drill-through to a relational component required?

ANSWER #40: Yes, see RFP requirement #14

QUESTION #41: How do you typically roll-out and deploy an application to end users? What is your procedure for deployment?

ANSWER #41:Depends on systems, procedures for rolling out by department or Countywide.

QUESTION #42: Who is designated individual who will provide assistance with coordinating automation routines and refresh jobs? This also includes the automation of Hyperion system back up procedures.

ANSWER #42:We do have an individual.

QUESTION #43: What locations reflect where your users reside?

ANSWER #43: The County currently has 20 physical locations with end users.

QUESTION #44: Training and Knowledge Transfer - What level of documentation will you require?

ANSWER #44: At a minimum, we expect canned training scripts for end user training. Ideally, tailored end user training for the County will be developed.

QUESTION #45: Do you require infrastructure support?

ANSWER #45: No, we do not require infrastructure support if the technology/solution proposed is on-premises.
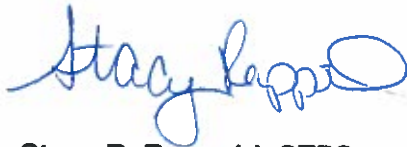
QUESTION #46: On Page 5 the RFP states "The County expects the vendor to perform the related professional services - Please confirm that the term "vendor" could be an implementation partner and not the software provider.

ANSWER #46: Correct

QUESTION #47: What experience down the County have in implementing Cloud solutions?

ANSWER #47: County has rolled out several departmental cloud solutions.

Sincerely,

Stacy R. Rappold, CTPS